

BUCKLAND PARISH COUNCIL

The Annual Meeting of Buckland Parish Council will be held on Monday 22nd May 2023
at 8pm in The Reading Room, Old Road, Buckland

AGENDA

Council may wish to exclude the public and representatives of the press and broadcast media from the meeting prior to consideration of an item if Council considers publicity would be prejudicial to the public interest because of the confidential nature of the business to be contracted.

1. Election of Chair and Vice Chair

To appoint Chair and Vice Chair to hold office until the 2024 Annual Meeting.

2. Parish Council Election

To consider whether to co-opt to fill the current vacancy.

3. Apologies for Absence

To receive any apologies for absence from Councillors.

4. Declarations of Interest

To receive any declarations of interest from Councillors with respect to any item to be considered at the meeting.

5. Requests for Dispensations

To consider any requests from Councillors for a dispensation with respect to a declaration of interest made under item 4.

6. Minutes

To agree the minutes from the Parish Council Meeting held on Monday 13th March 2023.

7. Open Forum

Members of the public are invited to put questions or draw relevant matters to Council's attention. The period of time designated for public participation is for a period of up to 15 minutes and shall be limited to 5 minutes per person.

The Chair may direct that a written or oral response be given as Council will only debate and take decisions relating to business on the Agenda.

8. Formalities

- (1) To note all references to the "Statement on bullying and harassment" updated to now reference the "Dignity at Work Policy" that has replaced it since the review of policies in May 2022.
- (2) To consider proposal to adopt each of the following policies, procedures and schedules, otherwise unchanged, for a further 12-month period: Standing Orders, Scheme of Delegation, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Dignity at Work Policy, Retention and Disposal Policy, Digital Communication, Management of Transferable Data Policy, Code of Conduct, Arrangements for dealing with Standards Allegations under the Localism Act 2011, Data Protection Policy and Freedom of Information Publication Scheme.
- (3) To consider a recommendation to amend the thresholds in clauses 11.(i) and 12 (ii) of the Financial Regulations to align more closely to those set out elsewhere in the document and adopt the amended Financial Regulations for a further 12 month period.

- (4) To consider proposal to adopt the Data Protection Policy and the following Data Protection Procedures and Privacy Notices for a further 12-month period: Privacy Impact Assessment Procedure, Subject Access Request Form, Data Security Breach Reporting Form, Privacy Notices, Consent forms, and Registers to record decisions to share personal data with third parties and the disposals of personal information undertaken in order to comply with GDPR.
- (5) To consider proposal to re-adopt the General Power of Competence as set out in the Localism Act 2011, sections 1-8.
- (6) To consider a proposal to support the nomination of Cllr Jones and Capel Parish Cllr Stuart McLachlan to serve as non-voting Parish Council representatives on the MVDC Standards Committee
- (7) To review Council's use of Committees and Working Groups and to assign lead responsibilities for the period until the 2024 Annual Meeting.
- (8) To consider the need for Councillor training and authorise related expenditure.

8. Finance and Risk Management

(i) Annual Governance and Accountability Return 2022/23 ("AGAR")

To note completion of the Internal Audit and receipt of the Internal Audit Report and consider recommendation to:

- (1) adopt the 2022/23 Annual Governance Statement;
- (2) approve the 2022/23 Accounting Statements;
- (3) set the dates for the period of exercise of public rights for the 2022/23 Accounts;
- (4) approve the Community Infrastructure Levy Report; and
- (5) note the information to be published on the Transparency Code pages of the village website consistent with the requirements of the Transparency Code for Smaller Authorities and good practice for larger authorities.

(ii) Fixed Asset Register, Risk Register and Insurance

To consider recommendation to:

- (1) Adopt Fixed Asset Register; and
- (2) Review Risk Register.

(iii) Account Payments and Receipts

To approve accounts for payment:

- (1) Divya Enterprises Limited, £35.97 including £6.00 Vat, Litter pickers;
- (2) AllElectrics Ltd, £14.46 including £2.41 Vat, Replacement bulb – church floodlight;
- (3) Start Safety, £57.79 including £9.63 Vat, Street furniture repairs;
- (4) Pixham Business Supplies, £37.84 including £6.30 Vat, Toner cartridges;
- (5) Zoom Video Communications Inc, £71.94 incl. £11.99 Vat, One-year pro zoom licence;
- (6) Peter Barclay £122.60, Internal Audit £110, mileage £12.60;
- (7) HMRC £89.59, PAYE liability re: April salary payment;
- (8) Sheena Boyce, £7.65, Mileage;

- (9) To authorise May salary related payments and establish a standing order with Unity Bank to make 2023/24 monthly salary payments commencing 19th June 2023.
- (10) To note receipts credited to the parish council bank account.

(iv) Unity Bank - Mandate

To consider recommendation to add Cllr Gowrley to the bank mandate.

9. Planning and Licensing

(i) New Planning Applications

- (1) To receive an update from the Clerk on the following applications:
 - (i) MO/2023/0322: Reduce height of 1 No. leylandi (T1) by 4 metres and lateral reduction by 1 metre at The Grange, Rectory Lane, Buckland, RH3 7BH;
 - (ii) MO/2023/0376: Removal of two cherry trees at Rana, Old Road, Buckland, RH3 7DZ;
 - (iii) MO/2023/0522: Remove one ash and one sycamore tree at The Old Rectory, Rectory Lane, Buckland, RH3 7BH; and
 - (iv) MO/2023/0413: Erection of a single storey side and two storey side extension at Priors Lee, Old Road, Buckland, RH3 7DU.
- (2) To consider the following application:
 - (i) MO/2023/0575: Erection of a single storey front extension to create a new entrance at Meadowsweet, Rectory Lane, Buckland, RH3 7BH.

(ii) Planning Notifications

To record notifications issued by Mole Valley District Council (MVDC).

10. Highways, Airports

- (1) To receive an update on and consider appropriate follow up actions with respect to Highways related requests previously submitted to Surrey County Council (SCC) Highways and most recently via SCC Cllr Helyn Clack.
- (2) To note a response from Gatcom in response to concerns Council had raised with respect to Gatwick Airport Limited communications.

11. Amenities and Volunteer Activity

- (1) To receive an update on recent volunteer activity and consider future priorities.

12. Consultations and Communications

- (1) To note receipt of a stakeholder survey issued by SCC as part of a review of the SCC Planning Group.
- (2) To receive a crime report and update provided by Mole Valley Neighbourhood Police team.

13. Forthcoming Meetings

- (1) To confirm the date for the next Meeting of the Parish Council.
- (2) To note the proposed dates for Reigate Area Conservation Volunteers to lead village pond clearances.

Sheena Boyce

16th May 2023

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